

COORDINATOR OF COMMUNITY ENGAGEMENT

POSITION DESCRIPTION



Reporting to:	Admissions Manager
Tenure:	Ongoing
Status:	Full-time (5 weeks paid annual leave, 2 weeks unpaid)
Salary:	General Staff Category 4
Location:	Mt Ridley Campus
Date Prepared:	March 2022

Position Context

Hume Anglican Grammar is a multi-campus co-educational Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus.

Since 2011, the School has occupied the Mt Ridley P-12 campus of 10 hectares, this site will ultimately have some 1,400 students. In 2019, it opened an 8-hectare second campus in Donnybrook. Commencing with junior primary, each year additional classes and year levels are added so the campus will ultimately have an enrolment of 1,300 from Prep to Year 12. This year, the school has 1,965 students and employs some 200 staff - 150 teaching and 50 non-teaching.

In 2023, the School will open its third campus in Kalkallo, as a Primary (P-6) school and as feeder to the Mt Ridley and Donnybrook Secondary schools. It will follow a similar growth pattern to Donnybrook with eventually some 600 students. In 2022, the first classes for the new campus have commenced and are being accommodated at the Donnybrook campus, to then move to the new site in 2023. Currently, the student enrolment at each campus is: Mt Ridley 1,345, Donnybrook 500 and Kalkallo 120.

The school is on a growth trajectory and in 2023 is expected to increase to 2,265 students and ultimately have some 3,300 students (Mt Ridley 1,400, Donnybrook 1,300 and Kalkallo 600) with a corresponding cohort of teaching and general staff on its three campuses with plans for further expansion.

Purpose of the Position

The Coordinator of Community Engagement's prime purpose is to promote the School and further develop positive relationships between Hume Anglican Grammar and the broader community.

The Coordinator of Community Engagement supports the activities of the Parents and Friends Association (PFA) and is the liaison between the PFA and the School. They are responsible for community event coordination and managing all facets of activities and events involving visitors.

The Coordinator of Community Engagement develops and implements approaches to grow the alumni network. They implement strategies that enhance communications, build positive and meaningful relationships including coordinating alumni-related events.

They nurture the relationship between the School and the family once the family has completed the enrolment process up until they commence orientation.

The Coordinator of Community Engagement will help foster a culture of philanthropy at the School. They plan and manage all fundraising activities and lead the engagement activities of the School with respect to all donors and School alumni and parents (where appropriate).

The Coordinator of Community Engagement is recognised as an extremely organised and proficient manager of projects and events. Whilst completing their duties they actively seek ways to improve their own practice and to progress organisational efficiencies.

The Coordinator of Community Engagement is part of the Administration Staff and works collaboratively in a team environment to support and enrich their collective responsibilities. They promote a culture of mutual respect, encouragement, and work with others in a professional, ethical, and cooperative manner. The Coordinator of Community Engagement supports and models the School's values and Christian ethos when dealing with stakeholders.

The Coordinator of Community Engagement reports to the Admissions Manager and works in close partnership with the Senior Leadership Team, Facilities Manager, Media and Publications Officer, Assistant Admissions Manager and Enrolments Officer.

Nature of the Position

The Coordinator of Community Engagement is required to work outside the regular School hours to attend meetings, coordinate and manage events and functions, or to complete projects. On occasions, they will be required to attend meetings or events after hours, on weekends and during public holidays.

The Coordinator of Community Engagement will commence at the Mt Ridley campus. In the future there may be the requirement to perform part or all of this role at other locations.

Responsibilities and Duties

Subject to the discretion of the Principal, the Coordinator of Community Engagement is responsible for reaching out and embracing the community.

Responsibilities include:

Parents and Friends Association (PFA) Incorporated

- Acting as the liaison between the PFA and the School and facilitating communications between the two
- Assisting the PFA with their activities, events and communications
- Attending PFA meetings and being a point of contact for the PFA members
- Assisting with the production of PFA information, invitations and other communications
- Assisting the PFA with event planning, organisation and promotion

Event Coordination

- Managing all facets of significant school-community events (e.g. building openings, VIP visits, milestone anniversaries, parent engagement functions, new parents' welcome etc.)
- Assisting in the organisation and conduct of school promotional events as required (e.g. Discovery Tours, Open Days, etc.)
- Supporting the relevant manager in the organising of other school events as required (e.g. Parent Information Evenings, Year 12 Valedictory dinner, Presentation Ceremonies, etc.)
- Overseeing the administration of all relevant event booking portals, as applicable

Hume Grammarians

- Building a warm, effective and long-term relationships with alumni
- Being the point of contact for the Grammarians
- Co-ordinating Grammarian reunions and other alumni events
- Communicating with alumni using social media, newsletter and invitations to special events

- Maintaining accurate alumni records in the school community database (currently, the Synergetic Development module)
- Managing the School's Grammarians Facebook Profile in partnership with the Admissions Manager and Media and Publications Officer

Philanthropy

- Maintaining and developing current philanthropic relationships
- Cultivating new donors and sources of major gifts
- Maintaining gift and donor information, produce donor receipts, gift acknowledgement, donor lists for yearbook, ensure historical records of all giving
- Maintaining and refining an effective program for recognition and appreciation of donors
- Recruiting and organising fundraising volunteers
- Providing compelling collateral to support fundraising and engagement, in conjunction with the Admissions Manager and Media and Publications Officer

New families

- Promoting the profile of Hume Anglican Grammar within the School family and externally to the wider community through public relations, creation of awareness and friend-raising
- Promoting a strong relationship between families and the school to develop community spirit
- Supporting parent volunteer programs for in class, productions, sporting events, etc.
- Supporting the Assistant Principals with student orientation activities
- Establishing means of communication between families to foster friendships amongst parents and students including support of the parent representatives' program
- Liaising with new families to ensure successful transition to the School including undertaking research to determine levels of satisfaction and opportunities for improvement
- Promoting parent information seminars and guest speakers open to the community

Community and Corporate Engagement

- Establishing, nurturing and maintaining positive external relationships with businesses and individuals that support the school
- Investigating commercial sponsorship opportunities for school activities
- Engaging with local community groups for mutual benefit
- Investigating grant/funding opportunities, research trusts with educational and relevant interests
- Participating in community and social events that promote the school
- Recording, honouring and celebrating the development of the School and recognising widely those members of the School community who have made a significant contribution to Hume.
- Promoting opportunities for community use of school facilities

General

- Carrying out other duties as directed by the Principal.

Qualifications, Skills and Experience:

Essential

- Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of tasks
- Previous experience in a similar role
- Excellent oral and written communication skills
- Experience in planning and running events
- Ability to maintain confidentiality
- Cultivates trust, credibility and honesty

Desirable

- Qualifications in community engagement, event management, or similar.

Personal Qualities

- Outstanding interpersonal skills to build relationships with key stakeholders
- Personal sense of initiative, enthusiasm and high energy
- Ability to work collaboratively with people of diverse backgrounds
- Capability to work independently
- Outstanding organisational skills, planning, analytical and strategic thinking capabilities
- Ability to maintain a flexible schedule, including evenings and occasional weekends
- Capacity to work effectively in a high-pressure environment
- Commitment to personal growth and continuous improvement
- Demonstrated interest in ongoing personal professional development.

Key Selection Criteria

1. Experience working in a role with similar duties
2. Outstanding interpersonal skills to build relationships with key stakeholders
3. Excellent organisational skills, planning, and strategic thinking capabilities